GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

AGRICULTURAL MARKETING DEPARTMENT- Commencement of e-Transport Permit - Standard Operating Procedure and guidelines -Orders-issued.

AGRICULTURE & CO-OPERATION (MKTG.II) DEPARTMENT

G.O.MS.No. 87 Dated: 02-07-2018

Read the following:-

1. G.O.Ms.No.46, A&C (Mktg.II) Department. Dt:01.05.2018.
2. G.O.Ms.No.57, A&C (Mktg.II) Department. Dt:31.05.2018.
3. From the Spl.Commissioner & Director of Agricultural Marketing, A.P., Guntur Lr.No.MR/47/e-Permit/2018, dt:21.06.2018.

O R D E R:-

In the circumstances reported by the Spl. Commissioner & Director of Agricultural Marketing, AP, Guntur in the reference third read above, Government after careful examination of the matter in detail, hereby issue the following Standard Operating Procedure and Guidelines for e-transport permit system:

I. Standard operating Proceedure for e- Transport permit:

URL for One Portal : https://myap.e-pragati.in
Toll free number :1800425429

To avail the service of generating e-Permit the Trader has to access the service through One Portal. The following Options can be exercised.

- **Log-in using Aadhar with OTP:** By using this option, the trader can register in one portal using the OTP Sent to his mobile number registered with UIDAI.

- **Log-in Using Aadhar With Biometric**: By Using this option, the trader can register in one portal using Biometrics(Finger print) that has been recorded at the time of enrollment for Aadhar.

- **Log-in using Mobile Number and Password**: By Using this option, the trader has to provide his existing phone number to register and the OTP will be sent to the phone number provided and he has to provide the following details for registration.

    1. OTP sent to mobile number provided
    2. Full Name
    3. Aadhar Number
    4. New Password
    5. Confirm Password

He has to log into the One Portal using the mobile number and password created at the time of registration. The user has to update the **eKYC** details in the Aadhar with the existing phone number through Mee Seva Kendras.

Contd.2..

- **Log-in using email and Password**: By Using this option, the trader has to provide his email to register and the OTP will be sent to the email provided and he has to provide the following details for registration.

    6. OTP sent to email provided
    7. Full Name
    8. Aadhar Number
    9. New Password
    10. Confirm Password

He has to log into the One Portal using the email and password created at the time of registration. The user has to update the ekyc details in the Aadhar with the existing phone number through Mee Seva Kendras.

- As the trader logs into one portal, he will be directly navigated to citizen services. To access the e-transport Permit Portal, the trader has to click on "switch roles" option by clicking on the profile icon available on the top right hand of the portal page.

- On clicking the profile icon, the trader will be shown with switch roles option and the available business services specific to the trader.

- On clicking on the e-transport permit in the switch role, the trader will be provided with access to e- transport permit portal.

Recording Puchrase/Sale Details

- To create an e-Permit the trader has to create a trade where he will record all the purchase details of the trade as a trade bit by clicking on "**Generate Trade** ID" button. The following are the details of the trade, which the trader has to record for creating a trade.

    1. Seller Name
    2. State of Purchase
    3. District of Purchase
    4. Mandal of Purchase
    5. Village of Purchase
    6. Type of Trade (Sale/Stock)
    7. Commodity Purchased
    8. Unit of Commodity Quantity
    9. Commodity Quantity(MTs/Qtls/Kgs/Number)
    10. Purchase Value/Trade Value

- On Recording all the above required details, the trader has to mark the check box of disclaimer about the furnished details.

- On selecting the disclaimer, the "**Pay Market Fee** " button will appear and on clicking the button, the page will be redirected to the payment gateway.

- The trader can choose either Net banking/ Credit Card/Debit card to pay market fee.

- On Successful payment of Market fee, a trade with a unique trade id will be created in the trader account with "**PrimaryPermit**" Button enabled and the trader will be notified by SMS.

Contd..3..

- If the payment is not completed successfully, a trade with a Unique trade ID will be created in the trader account with "**Pay Market Fee**" enabled and "**Primary Permit**" disabled.

- If the trade has been performed through eNAM platform, the trader has to ask the commission agent for an agent permit for him and the same will be reflected in the respective trader account.

Creating a Primary Permit:

- A primary permit is a permit, which the trader can generate, in the following two scenarios.
    - If the trade type is set to Sale, the trader can generate a primary permit to deliver the Commodity/Produce directly to his Consignee.
    - If the Trade type is set to stock, the trader can use the Permit to move the Commodity/Produce to his warehouse/Storage Point and sell it at a later point of time.

- The following details have to be furnished to generate a Primary Permit.

    1. Name of the Consignee
    2. Address of the Consignee
    3. State of the Consignee
    4. District of the Consignee
    5. Mandal of the Consignee
    6. Village of the Consignee
    7. Vehicle Number of Transport Vehicle
    8. Quantity of the Commodity (MTs/Qtls/Kgs)

- The trader has the flexibility to provide details of multiple vehicles, if he is delivering through multiple vehicles at the same time to the same place or different places.

- Every Permit has a validity period, which is system calculated based on the place of purchase and the distance to the destination.

- Once the Permit is generated, the trader will be notified through SMS with Permit Details like Permit id Number and Validity period etc;.

- The trader can provide a Physical Copy of Permit or the Permit id Number at the check post to validate the permit.

- For a Primary Permit where the Consignee is outside of Andhra Pradesh, the stock will not be available for secondary trade.

Creating a Secondary Permit:

- A Secondary Permit can be generated where the trade type has been set to stock and the existing primary permit got expired.

- The Secondary Permit can be generated only to the stock available at the respective stock point for generation secondary permit.

Contd..4..

- The following details have to be furnished to generate a Secondary Permit.

    1. Stock Point Details
    2. Name of the Consignee
    3. Address of the Consignee
    4. State of the Consignee
    5. District of the Consignee
    6. Mandal of the Consignee
    7. Village of the Consignee
    8. Vehicle Number of Transport Vehicle
    9. Quantity of the Commodity(MTs/Qtls/Kgs)

- The Trader has the flexibility to provide details of multiple vehicles, If he is delivering through multiple vehicles for the same trade.

- Every Permit has a validity period, which is system calculated based on the Stock point and the distance to the destination.

- Once The Permit is generated, the trader will be notified through SMS with Permit Details like Permit id Number and Validity period etc;.

- The Trader can provide a Physical Copy of Permit or the Permit id Number at check post to validate the permit.

Creating an Emergency (SOS) Permit:

- A SOS Permit is a Privilege provided to the trader where the trader can't deliver the commodity/produce to their consignee in time (before the time mentioned in e-transport permit) because of some unforeseen/ unavoidable circumstances like Natural Calamities, Accidents, and Vehicle Break Downs.

- For vehicle Accident/Vehicle Break Down, the trader has to provide new vehicle/s details and quantity, if transporting through multiple vehicles.

- In these situations, the trader can generate a SOS Permit, which provides a extended valid permit to the existing permit.

- It is the responsibility of the trader to validate the SOS Permit at nearest Market committee or Check Post and has to justify the reasons for generation of SOS permit.

Cancellation of Permit:

- The trader has been provided with a flexibility of Cancellation of the Permit under the following circumstances.

    - When a customer has placed an order and cancelled the order before the commodity is moved for delivery.
    - When the customer rejected the commodity.

Contd.5..

- For the Stock rejected by customer, the trader has to submit proof of rejection and the same will be routed back to the place where the commodity was purchased and has to be approved by the concerned Secretary of the Market committee so as to add the commodity back to stock.

- Once the permit is cancelled, the quantity covered under the permit will be added back to stock for generation of permits

- The trader is allowed to cancel permits for a maximum of 3 times in a calendar month.

Processing of Agricultural Produce:

- The trader has to create a "**Trade**" and get them into stock before processing the produce.

- On Click of the "**Process**" Sub Menu Button under "Edit Trades" Menu, the Trades will be shown with available stock to be processed and the user has to input the quantity to be processed.

- Based on the yield ratio defined by the department, a New Trade will be created with processed commodity and the trader can generate Permits on the trade Available.

- Yield ratios are defined as follows;

  Paddy : 67%-Rice
  G.Nut : 67%- Ground nut seed
  Prawns : 55% - Processed Prawn
  Cashew : 25% - Cashew nut

Transfer of Stock:

- Any notified agricultural Produce, livestock and products of livestock on which market fee is levied, should not be charged again and the trader has right to transfer the same to another trader or sell it to the customer.

- The transfer stock is only applicable to the traders who are licensed with Agricultural Marketing department.

- To transfer stock to another trader, the trader has to go to "**Transfer Stock"** under "**Edit Trades**" Submenu.

- On click of the "**Transfer Stock**" Sub-menu, the trader will be provided with all the trades and available stock.

- The trader can select a trade and provide the Quantity to be transferred.

- On submission of request, a new transfer permit will be generated and the stock will be added to another trader's stock.

- With new Stock added into his account, the trader can sell the produce to customers by generating permits or can transfer the stock to another trader.

Contd.6..

Retail Trade:

- For the produce, which is sold for retail purpose, the traders don't need to provide a permit to customer to carry the produce. But for record, the trade has to be recorded, so that the traders can reconcile the stock available with stock sold.

- With the help of retail trades, the traders can avoid penalties during verifications and differences with respect to stock.

- The "**Retail Trade**" sub menu is available under "**Edit Trades**" Menu

- On click of the "**Retail Trades**" submenu, all trades with Trade Type, as Stock will show as list.
- The user has to select "**Generate Retail Sale**" button with respect to the trade and the trader has to provide quantity and the respective quantity will be reduced from the stock of the specific trade.

Out of State Purchases:

- For the purchases made outside the state of Andhra Pradesh for the purpose of sale in the state of Andhra Pradesh, the traders have to create a trade and pay market fee to generate permits.

- For the purchases made outside the state of Andhra Pradesh for the purpose of Processing in the state of Andhra Pradesh, the trader has to provide option to record the purchases without payment of market fee.

II. Guidelines:

- Every vehicle carrying notified commodities purchased by a trader shall be accompanied by an e-transport permit obtained from the designated electronic online marketing platform.

- In case of purchases through the commission agents in the market yard, the e-transport permit shall be generated on the designated electronic online marketing platform, using the user id and password of the commission agents, immediately after giving delivery of purchased notified commodities. The commission agent, if not already paid market fee at the time of transaction, or at the time of obtaining the e-transport permit, shall pay the same to the market committee on every first working day of the week in respect of the transactions of the previous week.

- In case of purchases made by the trader, otherwise than through commission agents, he shall first remit the market fee on-line through Debit/Credit cards or Net banking to the designated account of the market committee and shall generate the e-transport permit on the designated electronic online platform, using the traders user id and password.

Contd.7..

- The e-transport permit generated on the platform can be printed by the commission agent / trader as the case may be.

- e-transport permit being the proof of having paid the market fee, shall be adequate for allowing the transportation of the notified commodities covered by e-transport permit to anywhere beyond the notified area without attracting any further levy of market fee.

- Where the e-transport permit is generated using the commission agent user id and password, there shall be copies for commission agent, trader, copy to accompany the vehicle and a copy for the market committee.

- Where the e-transport permit generated by the trader under sub-rule (3), there shall be one copy for the trader, one copy to accompany the vehicle and one copy for the market committee.

- The e-transport permit, accompanying the notified commodities, in transit shall be produced for inspection at the check-post or to the officer authorized to exercise the powers under rule 75. Trader copy shall be retained by the trader which shall be produced at the time of assessment or during the inspection.
- In case of secondary sales by the traders, fresh e-transport permit can be generated by the traders selling the commodities and this e-transport permit shall be linked with the relevant previous e-transport permit(s).

- SMS with the details of e-transport permit generated on-line, will be sent to the mobile number of the trader/ commission agent which is the proof of having paid market fee for allowing transportation of the notified commodities covered by e-transport permit.

- Checkpost staff shall verify whether the vehicle transporting the notified Agrl produce, livestock and products of livestock, possess e-transport permit or not and they shall verify the validity period of the permit.

- Checkpost staff should scan the QR Code of the permit to avoid re-usage of the permit before expiry period.

- If the notified Agrl produce, livestock and products of livestock is moving without e-transport Permit, Compounding should be levied as per Section 23-A of AP(AP&LS) Markets Act, 1966.

- Compounding amount shall be paid by the traders through Credit card/Debit card or any other electronic mode or through e-Pos machines maintained by the Market Committees for credit on-line into the PD Account and/or designated bank account of the respective Agrl. Market Committee. They shall not be allowed for payment in cash.

- Teams shall be formed by the Asst Directors of Marketing in consultation of Joint Directors of Marketing for inspections and to supervise movement of vehicles transporting notified Agrl produce, livestock and products of livestock without valid e-transport permits. The teams shall be changed on rotation basis for every quarter or as per the need.

Contd.8..

- The Joint Directors of Marketing and Deputy Directors of Marketing shall conduct surprise checks at least 10 days in a month covering all the districts in the region and Assistant Directors of Marketing shall cover all the AMCs in the District at least once in a month.

- If any person is doing business without license, the concerned Secretary and the Assistant Director of Marketing will be held responsible.

- There shall not be market fee collection in cash at the Checkposts from 01-09-2018 and no cash receipt (C.R) shall be issued at the checkposts for collection of market fee from 01-09-2018. Secretaries of AMCs shall stop issue of Cash Receipt books to the checkpost staff from 01-09-2018 for collection of market fee.

- Printed export permits issued by the market committees shall not be used by the traders w.e.f. 01-07-2018 i.e. from the date notified by the Govt for implementation of e-transport permit system.

- Un-used export permit books /permits as on 30-06-2018 shall be returned to the concerned Agrl. Market Committee by the traders. Secretaries should collect them from the traders.

- The secretaries shall obtain details of closing stock unsold with the traders as on 30-06-2018 with full payment of applicable market fee and furnish to Commissioner & Director of Agrl. Marketing for uploading on the e- transport permit application for generating permits.

- The Secretaries shall verify on-line, the monthly purchase turnover of the licensed traders through e-transport permits while considering the turnover for Assessment.

- The ADMs and JDMs shall arrange helpline centers which shall run 24 hours to assist the traders to redress the problems / issues that may arise in the implementation. The helpline phone numbers should be informed to all the traders and shall be displayed at the AMC.

2. The Spl.Commissioner & Director of Agricultural Marketing, AP, Guntur shall take further action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B.Rajsekhar,
Spl.Chief Secretary to Government.

To
The Spl.Commissioner and Director of Agrl.Marketing, A.P. Guntur.
Copy to all Agricultural Market Committees in the state through Commissioner & Director of Agricultural Marketing, Government of Andhra Pradesh, Guntur.
Copy to:
All District Collectors in the State
The P.S. to Addl. Secretary to CM.
The O.S.D. to Minister (Finance)
The P.S to Minister (Marketing)
The P.S. to Spl. Chief Secretary to Government, A&C Dept.,
The LAW Department.
SF/SC.

//Forwarded by Order//

Section Officer